



The Institute for Federal Library Technicians

Designed for both the newer and the seasoned library technician, this week-long institute will provide a broad overview of federal library work. The program will open with a dynamic keynote presentation on professionalism and the federal library technician and will continue with presentations by noted experts and panel discussions by federal library staff members. The week will also include subject-oriented tours of selected areas of the Library of Congress and moderated breakout sessions for participants to interact with their peers. (Note: This program replicates the Technicians Institutes held in 1997-2002.)



Date Monday, July 21—Friday, July 25, 2003

Time 9:00 a.m. - 4:00 p.m. (Registration begins at 8:30 a.m. There is no entry to the Library of Congress prior to 8:30 a.m.)

Place Mumford Room, 6th floor, Madison Building, Library of Congress,
101 Independence Avenue S.E., Washington, D.C.

Metro Capitol South (Orange and Blue Lines)

Sponsor FLICC Education Working Group

Registration \$300 (includes refreshments and handouts). Registrations may not be shared among multiple participants. Visit the FLICC Educational Programs Web site at <http://www.loc.gov/flicc/feveform.html> to register online or complete and fax this form to (202) 707-4825.

Accommodations A discount room rate of \$109 for single or double occupancy is available at the Capitol Hill Suites. Call 800-424-9165 for more information. Be sure to mention the institute.

Request ADA Accommodations five business days in advance at (202) 707-6362 TTY or ACA@loc.gov.

Information Call FLICC (202) 707-4800; TTY (202) 707-4995

Cancellations Cancellations must be called into the FLICC office (202-707-4800) 48 hours prior to the start of an educational program or the full fee will be charged.

Institute for Federal Library Technicians

Name _____ Title _____

Organization _____

Address _____

City, State, Zip _____

Phone and Fax (include area code) Phone: _____ Fax: _____

FEDLINK Members: FEDLINK ID _____ FY2003 IAG#2003 _____ Email _____

- ☐ Bill the registration fee to my existing FEDLINK Education/Training (FT) account.
- ☐ Establish an FT account or increase the funding in my existing FT account and bill the account for the workshop/program fee. Attached is an FY2003 IAG Amendment Request Transfer Pay Account Adjustment form to move funds from another of my agency's FY2003 FEDLINK accounts.

Other Federal Agencies (Non-FEDLINK Members)

- ☐ Attached is a standard government training form (e.g. SF182 or DD1556) or other billable document from my agency for the amount of the workshop/program. This amount covers *the registration fee plus the FEDLINK administrative service fee of 7.75%*. The Library of Congress will invoice my agency based on this document.

Register online at
<http://www.loc.gov/flicc/feveform.html>
or fax this form to
FLICC Attn: FPE Registration
Library of Congress
(202) 707-4825
Your registration is not complete until all appropriate documentation is received by FEDLINK and/or your account has been verified. If you will use a training form or purchase order, the originals must be submitted on site at registration.

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Agenda

Monday, July 21

- AM Welcome and Introduction
Keynote: Satia Marshall Orange, Director, Office for Literacy and Outreach Services (OLOS), American Library Association
Technicians Panel
- PM History of Books and Libraries
Breakout Sessions on:
Circulation, Interlibrary Loan, Cataloging, Acquisitions, and Reference

Tuesday, July 22

- AM Government Funding
Acquisitions/ Collection Development
Serials
- PM Preservation
Cataloging Concepts
Subject Cataloging

Wednesday, July 23

- AM The World Wide Web
Integrated Library Services (ILS)
Online Services
- PM Library of Congress Tours to:
Cataloging, Congressional Research Service, Copyright, Law Library, Science and Technology, Serial and Government Publications, Geography and Map, and the Main Reading Room

Thursday, July 24

- AM Reference Process/Reference Sources
- PM Government Documents
Digital Reference
Inter-library Loan/Document Delivery

Friday, July 25

- AM Personnel Issues and Career Development
- PM Customer Services
Professional Associations Panel
-COLT, ALA, DCLA, SLA
Certificates/Conclusion